



# Edit Cell Entries

You can change, or **edit**, the contents of an active cell at any time. To do so, double-click the cell, click in the formula bar, or just start typing. Excel switches to Edit mode when you are making cell entries. Different pointers, shown in **TABLE A-3**, guide you through the editing process. **CASE**  You noticed some errors in the worksheet and want to make corrections. The first error is in cell A5, which contains a misspelled name.

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**1. Click cell A5, then click to the right of P in the formula bar**

As soon as you click in the formula bar, a blinking vertical line called the **insertion point** appears on the formula bar at the location where new text will be inserted. See **FIGURE A-9**. The mouse pointer changes to  when you point anywhere in the formula bar.



**2. Press [Delete], then click the Enter button  on the formula bar**

Clicking the Enter button accepts the edit, and the spelling of the employee's first name is corrected. You can also press [Enter] or [Tab] to accept an edit. Pressing [Enter] to accept an edit moves the cell pointer down one cell, and pressing [Tab] to accept an edit moves the cell pointer one cell to the right.

**3. Click cell B6, then press [F2]**

Excel switches to Edit mode, and the insertion point blinks in the cell. Pressing [F2] activates the cell for editing directly in the cell instead of the formula bar. Whether you edit in the cell or the formula bar is simply a matter of preference; the results in the worksheet are the same.

**4. Press [Backspace], type 8, then press [Enter]**

The value in the cell changes from 35 to 38, and cell B7 becomes the active cell. Did you notice that the calculations in cells B15 and E15 also changed? That's because those cells contain formulas that include cell B6 in their calculations. If you make a mistake when editing, you can click the Cancel button  on the formula bar *before* pressing [Enter] to confirm the cell entry. The Enter and Cancel buttons appear only when you're in Edit mode. If you notice the mistake *after* you have confirmed the cell entry, click the Undo button  on the Quick Access toolbar.

**5. Click cell A9, then double-click the word Juan in the formula bar**

Double-clicking a word in a cell selects it. When you selected the word, the Mini toolbar automatically displayed.

**6. Type Javier, then press [Enter]**

When text is selected, typing deletes it and replaces it with the new text.

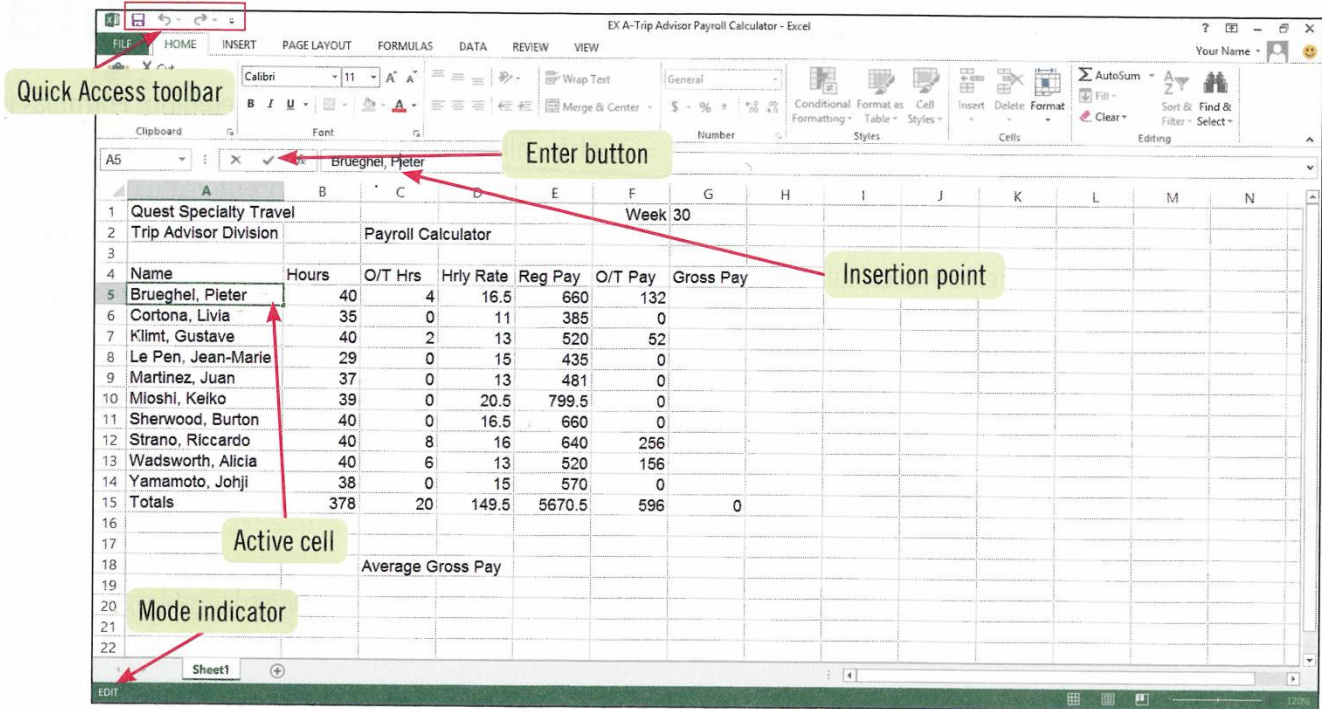
**7. Double-click cell C12, press [Delete], type 4, then click **

Double-clicking a cell activates it for editing directly in the cell. Compare your screen to **FIGURE A-10**.

**8. Save your work**

Your changes to the workbook are saved.

**FIGURE A-9: Worksheet in Edit mode**



**FIGURE A-10: Edited worksheet**

